App. F. IX-4

1947.
(C B)

File No. 311-41

Serial Nos. 1

Previous References.

Later References.

P

GENERAL AND REVENUE SECRETARIAT

Serial Nos. One

Part B for June 1948

SUBJECT

Rules regarding Consulting Finance Department

No 9052-62/CB dated 12-6-1948

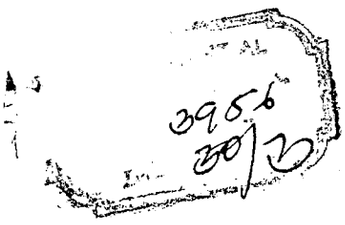
Issues O.M Secretaries to Govt

3956
C.B.

General and Revenue Secretariat

C.B
File No. 311 of 1947 Pt. I [App. F. III-2

Serial No.



Note on File No.2892/C.B. re: Certain concessions to Mr. Sultan Mohiyuddin, Vice-Chancellor, Mysore University.

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x x x

This order will be communicated to the Comptroller.

A This case involved financial points. It should have come to the Financial Dept. at some stage before it went to the Council.

It is coming to the Fi.Deptt. only now.

(Intd.) M.S.
3/2/48.
Min. Fin.)

I agree with 'A'. Needful intimation may be sent to concerned quarters that the practice may be observed.

(Intd.) H.C.D.
24/3
(Intd) M.S.
25/3
(Intd) A.C.N.
27/3
(Intd) M.M.
29/3.

Submitted

Draft O M similar to one issued in the file placed below (CB. 134-43-1) is put up for approval

31/3. (Chief Secy)
2/4/48
1/4/48
28/5
29/5/48

8596
3/4

B

NOTE—Contn. Sheet.

ERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

5052-62/CB.511-47-4. General and Revenue Secretariat,

Dated Bangalore, 2th June, 8.

OFFICIAL MEMORANDAM.

It is observed that in spite of repeated instructions, the rules in regard to consulting the Finance Department are not being strictly observed by some of the Secretariats. The attention of the Secretaries to Government is, therefore, invited to the accompanying note, which may be strictly followed in future.

N O T E.

Section V of the Government Business Rules indicates the procedure to the observed in regard to consulting the Finance Department. According to the instructions laid down in that connection,

(i) No case shall be rererred to the Finance Department until the proposals have, in the first instance, been duly considered in the administrative Secretariat and the views of the Secretary or of the Minister-in-charge have been recorded.

(ii) In simple cases, the file may be referred to the Finance Department after the administrative Secretary has recorded his views, and the Financial Secretary may them record his opinion and return the file to the administrative Secretariat for submission to the Minister-in-charge.

(iii) Where the proposals are of a complicated character and involve heavy financial commitment, they may, in the first instance, be examined by the administrative Department and the views of the Minister-in-charge also obtained before reference to the Finance Department. In such cases, the Finance Department will submit the papers to the Minister (or Dewan) in charge of Finance also, before returning them to the administrative department.

Instances have come to notice in which the above instructions are not followed strictly by the Secretariat Branches.

a) In some cases, files have been referred to the Finance Department for remarks without the definite views of the administrative Secretariat itself being first placed on record. The Finance Department will be in a position to offer an opinion only after knowing to what extent the administrative department itself is prepared to support the proposals.

(b) Files are sometimes not referred to the Finance Department for opinion at the proper stage, i.e., (i) soon after the administrative Secretary has noted views thereon and before submission to the Minister, in simple cases; or (ii) soon after the views of the Minister-in-charge have been recorded (indicating the extent to which the administrative department would support the proposals) and before submission to the Dewan, in complicated cases.

If files are referred to the Finance Department after the Ministers and the Dewan have already passed orders, the Financial Secretariat will be placed in a somewhat irksome position in noting its views unreservedly.

(c) There have also been instances in which files are sent to the Financial Branch at the stage of issue of orders, for communication to the Comptroller through the Finance Department, without sending the file itself to the Finance Department at any previous stage. In such cases, the Finance Branch will have to submit the papers to the Secretary at the stage of issue. The appropriate procedure is that all cases, in which concurrence of the Finance Department is required, should first be sent to the Financial Secretary, before issue of orders is authorised.

(d) One other aspect that may be referred to is that the rules contemplate that, after the Finance Department records its opinion the case should be submitted direct to the Minister-in-charge as the administrative Secretariat will have already noted its views. It is, however, found that in certain instances, the administrative Secretary has added further remarks of his own subsequent to the Financial Secretary's opinion while submitting the case to the Minister. Such further noting at that stage on the part of the administrative secretariat appears to be contrary to the spirit of the rules and is not correct in principle. It is, of course, open to the administrative Department to note any further information or points, with reference to the Financial opinion, in further elucidation of the administrative view, but in such cases the Finance Department should have an opportunity to peruse the same and offer further remarks, if any. After the administrative view is fully expressed and the financial opinion is also noted thereon, the files ought to go direct to the Minister-in-charge, without any further intermediate noting by the administrative Secretariat emphasising its own view again.

By Order,

M. Malleshayya

for Chief Secretary to Government.

To

The Secretaries to Government.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

No. 9052-62/CB.311-47-1

General and Revenue Secretariat,

Dated Bangalore 11th June 1948.

OFFICIAL MEMORANDAM.

It is observed that in spite of repeated instructions, the rules in regard to consulting the Finance Department are not being strictly observed by some of the Secretariats. The attention of the Secretaries to Government is, therefore, invited to the accompanying note, which may be strictly followed in future.

N O T E.

Section V of the Government Business Rules indicates the procedure to the observed in regard to consulting the Finance Department. According to the instructions laid down in that connection,

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(iii) Where the proposals are of a complicated character and involve heavy financial commitment, they may, in the first instance, be examined by the administrative Department and the views of the Minister-in-charge also obtained before reference to the Finance Department. In such cases, the Finance Department will submit the papers to the Minister (or Dewan) in charge of Finance also, before returning them to the administrative department.

Instances have come to notice in which the above instructions are not followed strictly by the Secretariat Branches.

(a) In some cases, files have been referred to the Finance Department for remarks without the definite views of the administrative Secretariat itself being first placed on record. The Finance Department will be in a position to offer an opinion only after knowing to what extent the administrative department itself is prepared to support the proposals.

(b) Files are sometimes not referred to the Finance Department for opinion at the proper stage, i.e., (i) soon after the administrative Secretary has noted views and before submission to the Minister, in simple cases: or (ii) soon after the views of the Minister-in-charge have been recorded (indicating the extent to which the administrative department would support the proposals) and before submission to the Dewan, in complicated cases.

If files are referred to the Finance Department after the Ministers and the Dewan have already passed orders, the Financial Secretariat will be placed in a somewhat irksome position in noting its views unreservedly.

COPIES SENT TO ALL DEPARTMENTS UNDER THE MEMORANDUM OF PROCEDURE.

No. 8952-62/CS-311-47-1. Dated New Delhi, the June ... 1948.

From General and Defence Secretariat,

To

OFFICIAL MEMORANDUM.

It is observed that in spite of repeated instructions, the rules in regard to consulting the Finance Department are not being strictly observed by some of the Secretariats. The attention of the Secretaries to Government is, therefore, invited to the accompanying note, which may be strictly followed in future.

NOTE.

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(i) No case shall be referred to the Finance Department until the proposals have, in the first instance, been duly considered in the administrative Secretariat and the views of the Secretary or of the Minister-in-Charge have been recorded.

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... files ... Finance Department ... Ministers and the Dewan have already passed orders, the financial Secretaries will be placed in a somewhat difficult position in ... noting its views unreserved)

(c) There have also been instances in which files are sent tothe Financial Branch at the stage of issue of orders, for communication to the Comptroller through the Finance Department, without sending the file itself to the Finance Department at any previous stage. In such cases, the Finance Branch will have to submit the papers to the Secretary at the stage of issue. The appropriate procedure is that all cases, in which concurrence of the Finance Department is required, should first be sent to the Financial Secretary, before issue of orders is authorised.

(d) One other aspect that may be referred to is that the rules contemplate that, after the Finance Department records its opinion, the case should be submitted direct to the Minister-in-charge as the administrative Secretariat will have already noted its views. It is, however, found that in certaininstances, the administrative Secretary has added further remarks of his own subsequent to the Financial Secretary's opinion while submitting the case to the Minister. Such further noting at that stage on the part of the administrative Secretariat appears to be contrary to the spirit of the rules and is not correct in principle. It is, of course, open to the administrative Department to note any further information or points, with reference to the Financial opinion, in further elucidation of the administrative view, but in such cases the Finance Department should have an opportunity to peruse the same and offer further remarks, if any. After the administrative view is fully expressed and the financial opinion is also noted thereon, the files ought to go direct to the Minister-incharge without any further intermediate noting by the administrative Secretariat emphasising its own view again.

By order,

Chief Secretary to Government.

12/6

To

The Secretaries to Government.

Submitted.

This may be sent to the Multigraph section to get this in type and send two clean proofs for verification.

12/6

12/6

Typed
G.L. Peiris

This is not enough type for this lengthy matter. until the circular matter in type is broken and used. This requires time. If the matter is urgent, this may be sent to the Press)

C.B

12/6/42

12/6 This is not urgent may kindly be completed in 3 or 4 days

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 9052-62/GB.311-47-1. *Dated Bangalore* 12th June 194

OFFICIAL MEMORANDAM.

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By Order,

Chief Secretary to Government.

To

The Secretaries to Government.

9052-62 / CS 311-47 /

D/31.5.48

G. R. S. App. F. G. 3.

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

Official Memorandum

It is observed that inspite of repeated instructions the rules in regard to consulting the Finance Department are not being strictly observed by some of the Secretariats. The attention of the Secretaries to Govt. is, therefore invited to the accompanying note, which may be strictly followed in future

Here type the note from the O.M. flagged 'G'

By Order

WD 28/5

Chief Secy

To May 2/4/48

The Secretaries to Govt.

Copies to the Asst. Secretaries to Govt.

" to Branches.

WD 0282—GPB— 22,500—14-3-38

OF HIS HIGHNESS THE MAHARAJA OF MYSORE

B.311-47-1. General and Revenue Secretariat.

Dated Bangalore, 12th June 1948.

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By order,

M. Kalleshayya.

for Chief Secretary to Government.

To

The Secretaries to Government.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat

No. 9052-62/CB.311-47-1 Dated Bangalore, 12th June, 1948.

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By Order,

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